**Grand Jury Report Content Checklist**

Report: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Draft Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Jurisdiction confirmed by legal advisor

\_\_\_\_ Title page: Title includes entity and topic. Title page states date report provided to the entity

\_\_\_\_ Summary: Overview of important issues, findings, and recommendations

\_\_\_\_ Background

 \_\_\_\_ Explains why this topic was chosen, and why it is timely

 \_\_\_\_ What led to investigation: complaint/media coverage/follow up on earlier report?

 \_\_\_\_ General information about the topic, to place it in context

\_\_\_\_ Methodology

 \_\_\_\_ Lists the most important websites and public domain documents relied upon

 \_\_\_\_ Number or general description of persons interviewed (w/o violating PC §929)

 \_\_\_\_ Mentions any site visits made or public meetings observed

\_\_\_\_ Discussion

 \_\_\_\_ All facts verified

 \_\_\_\_ Tells the “story” in a logical order by topics, with subheadings if needed

 \_\_\_\_ Previews the findings and recommendations

\_\_\_\_ Findings

 \_\_\_\_ Criticisms, subjective value judgments, or conclusions

\_\_\_\_ Not just facts

 \_\_\_\_ Supported by verified facts set forth in the Discussion

 \_\_\_\_ Confirms or refutes issue(s) identified in the Background or Discussion

\_\_\_\_\_ Recommendations and required/invited responses

 \_\_\_\_ Relate to at least one finding that identifies a problem

\_\_\_\_ Specific as to who should do what and by when

\_\_\_\_ Reasonable as to cost, effort required, and timeframe for implementation

 \_\_\_\_ Directed to the board/official(s) who can direct or implement the recommendation

\_\_\_\_\_ Other:

 \_\_\_\_\_ Conducted exit interview(s) to confirm report’s findings (PC §933.05(d))